



The Housing Development Agency (HDA) is a national public sector development agency that acquires and prepares land as well as develop the land and project manage the development of housing and human settlements. We carry out our activities in partnership with a range of stakeholders including national, provincial and local government and municipalities, as well as with communities, developers, financiers and other affected parties. Established in 2009, the Agency is established by an Act of Parliament in 2008 and is accountable through its board to the Minister of Human Settlements. For more information about the HDA, please visit our website: [www.thehda.co.za](http://www.thehda.co.za).

The HDA has the following **permanent** position:

**Officer Supply Chain Management**

**Location: Johannesburg**

**Reference: MIH-GP-02-2018**

**Main Purpose:** To provide administrative support to the SCM unit.

**Key Responsibility Areas: Order management:** • Daily management of procurement to pay for all provinces • Receive and assess requisitions with the purpose of determining the procurement strategy to be used • Issue and place request for quotations in the relevant media and HDA website • Evaluate supplier offers in line with the Preferential Procurement Policy framework Act and the HDA Supply Chain policies and procedures • Identify and analyse commodities with the objective of creating contracts • Expediting on outstanding orders • Compile monthly purchase order reports • Report on savings, cost reduction and avoidance • Keep all documents (Requisitions, quotations and orders) together for filing purposes • Provide support to HDA staff in the interpretation, implementation and procurement policy for purchases under R1 million • **RFX management:** • Place adverts in appropriate media for the required time period • Preparing, issuing of RFX documents • Receive and register RFX documents • In conjunction with user departments, evaluate supplier offers and recommend • Provide guidance to the end users in terms of the RFX procedures • Confirm SLA's are in place prior to formal appointment where applicable (i.e. services) • Compile and prepare SCM report after evaluation of bids • **Vendor management** • Coordinate the loading and updating of vendors into the Sage 300 system • Manage the rotation of vendors • Report on non-performance by vendors • Compile monthly report in terms of contracts, purchase orders and BBBEE spend • **Contract maintenance** • Verify documents received against contract checklist • Follow-up on outstanding contracts and all relevant documentation • Report on contracts that are about to expire and action taken • Update contract register • Safekeeping and filing of contracts • Draft standard contracts for approval • Loading of approved contracts on ACCPAC • **Bid committees administration** • Compile BAC packs after evaluation of BCA packs • Manage the timeous distribution of BAC packs • Reviewing the terms of reference for approval • Minutes taking at BSC if required • **Administration and filing** • Assist with the updating of the HDA website with all adverts, calls for proposals and proposal awards • Monitor movement of contracts.

**Requirements:** • National Diploma in Purchasing / Logistics • Three years' SCM experience • Competent in MS Outlook, Excel intermediate, PowerPoint intermediate and Word intermediate • Competent at ACCPAC • Good communication, analytical and administrative skills • Knowledge of PFMA, PPPFA and National Treasury Regulations, Broad Based Black Economic Empowerment (BBBEE).

Please forward relevant CV in a Microsoft Word format to [hda.cv@mihrecruitment.co.za](mailto:hda.cv@mihrecruitment.co.za) (Clearly marked with the reference number of the position).

Should you not comply with the above requirements your application will NOT be considered.

**Closing date for applications:** 20 February 2018

CVs received after the closing date will NOT be considered. Kindly take note if you have not been contacted within fourteen (14) days of the closing date; please consider your application unsuccessful.

**Enquiries: Noxolo Phohleli/Wandile Mhlanga 011 6562863**

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**Conditions of service:** The HDA is an equal opportunity employer ●Appointments will be made in accordance with the HDA EE policy ●The HDA reserves the right not to make an appointment.